

SPF/SIG Grant Review Workgroup (GRW)
Draft Minutes
February 9th, 2007
IGCS Room 130
Division of Mental Health and Addiction

Attendance: Jeff Barber, Paula Parker-Sawyers, Dave Bozell, Sonya Cleveland, Josh Ross, Travis Pulver, Carolyn Waller, Jason Hutchens, Karla Sneegas and Kim Manlove.

Welcome and Introductions: Jeff Barber called the meeting to order and asked members to introduce themselves. Jason Hutchens introduced Josh Ross who is replacing Amanda Thornton who is now working for Department of Corrections. Josh is Manager of the Research and Planning Staff at CJI. Jason also introduced Travis Pulver who is a Research Associate in the same department with Josh.

Request for Services (RFS) Review: Jeff Barber began the discussion focusing in on the grant review rollout. Karla Sneegas mentioned that ITPC has a grant pre-bid conference scheduled the same day as the SPF SIG Pre-Conference Informational Session (March 1st) and wondered if it should be a requirement that all prospective grantees attend the SPF SIG informational session. Paula Parker-Sawyers indicated that it was important for at least one member of prospective coalitions to attend this first SPF SIG activity where basic information about the project and the RFS will be available to all. She also said that a special edition of the SPF SIG Newsletter will be released shortly.

Kim Manlove also reported that the Project Team has determined to proceed with the Pre-Conference Informational Session whether or not the project has received final approval of the Strategic Plan and the RFS by SAMHSA/CSAP. If adjustments are necessary they will not affect 95% of the information that will be disseminated on March 1st and if there are substantive changes to be made they will be communicated directly by the Project Team.

Karla offered that the ITPC Executive Board has decided that all meetings and conference of their organization will take place in smoke free communities. Karla will forward a listing of smoke free communities in Indiana. She also mentioned that the work of Dr. Robert Goodman is a good source for evaluation tools for Prevention Programs.

Jeff Barber noted that the Grant Review Committee will work closely with the other SPF SIG workgroups and that the GRW should be clear on their responsibilities. He suggested that a portion of our next meeting agenda would be devoted to a review of the workgroup charge and a determination of specific responsibilities. Kim offered to contact Eric Wright (SEOW Chair and Project Evaluation Contractor) to see if he would be willing to assign one of his staff to serve as a liaison to the GRW. A number of additional questions were raised about the draft RFS. Kim will ask Marcia French to attend the next

GRW meeting to address each of them. The Workgroup did endorse the idea of a planning phase no less than 12 months and no longer than 24 months.

Logistics of Review Process: Paula Parker-Sawyers reported on the Project Roll-Out plan which was also endorsed by the GRW. She also described the Peer Review Panel process which will precede the review by the GRW evaluating the strengths and weaknesses of each proposal. The Peer Review Panels will be comprised of three members, two with expertise in substance abuse prevention and education and one with expertise in organizational development and readiness. The number of letters of interest received will determine how many Peer Review Panels are necessary. If the process gets backed up it may be necessary to forgo the Peer Review Panels. The discussion then centered on the actual review process itself and all agreed that the assignment of primary and secondary reviewers to each grant application was the best approach. The review process will be the main focus of them next meeting. All also agreed that a number of pre-approval efforts should be undertaken in order to expedite the contracts through the State system.

Prospective Urban vs. Rural Grantees: Jeff asked to defer this agenda item until the next meeting.

Future Meeting Schedule: The Workgroup scheduled the next meeting of the GRW for 9:00 AM to 10:30 AM on 2/23/07 IGCS Room 12.

Adjournment: The meeting was adjourned at 10:30 AM.